



Fellowship Church

Pre-Teen Director

JOB DESCRIPTION

Pre-Teen Director - 20 hours per week

The Children's Ministry at Fellowship Church is a rapidly growing ministry to children (B-3rd grade) and their families in the Mid-Jefferson County area. Fellowship exists to love God, love others, and make disciples. We have a strong desire to partner with parents in the spiritual development of their children.

This role is for someone who loves Jesus, has strong leadership skills, and has a good understanding of pre-teens' abilities and needs. This role facilitates and oversees ministry to our pre-teens (4th-6th grade). Often, this role will handle information regarding the Children's Ministry, families, and volunteers. This position requires a high degree of professionalism, discernment, discretion, and sensitivity.

SUPERVISION

Day to day supervision and performance evaluation will be provided by the Lead Pastor.

PERSONAL RESPONSIBILITIES

Daily Time Alone With God...The Children's Director will be expected to spend quality time with God each day cultivating his/her personal relationship with Him.

Church Attendance...The Children's Director will be expected to engage in christ-centered worship, community, service, and mission, including special church wide events.

Personal Purity...The Children's Director will be expected to live a morally pure life and conduct himself/herself at all times in a way that is honoring to Christ. Substance abuse or sexual immorality will be reason for immediate dismissal.

Teamwork...The Children's Director is expected to be a team member to the staff and leaders of Fellowship Church, upholding their integrity and working within the philosophy of the leadership of Fellowship Church.

Personal Growth...The Children's Director is expected to pursue and invest in personal growth and professional development. This includes attending conferences, reading books, and building relationships with and visiting other children's ministries for ideas.

BASIC FUNCTION

- ▶ Work with the Lead Pastor to develop and carry out the vision for the Pre-Teen Ministry (grades 4-6) of Fellowship Church.
- ▶ Ensure that adequate training is obtained by all teachers, leaders, and workers.
- ▶ Supervise all care provided Sunday mornings, Wednesday Nights, and special events for children (grades 4-6).
- ▶ Supervise all volunteers who work within the pre-teen ministry.

- ▶ Work cooperatively with ministry staff and co-workers, performing other duties as needed.

SPECIFIC ONGOING MINISTRIES

- ▶ Ensure policies are understood and implemented. Make sure all proper procedures are followed.
- ▶ Oversee preparation for Fellowship group times for grades 4-6.
- ▶ Ensure a dynamic large group meeting on Sundays for Pre-Teens.
- ▶ Be knowledgeable of all areas of ministry provided at Fellowship Church. (Birth-Adult)
- ▶ Interface with all other children's ministry leaders and church staff as needed.
- ▶ Keep ministry focused and well coordinated.
- ▶ Greet pre-teens and families as they enter and exit.
- ▶ Plan and prepare for at minimum quarterly leadership meetings.
- ▶ Be the "point person" for Sunday morning and Wednesday Night pre-teen events.
 - Responsible for all forms in relation to Sunday mornings & Wednesday Nights. (ie: work orders, calendar requests, childcare requests)
- ▶ Communicate with teachers and leaders weekly.
 - Find subs for any absent teachers/leaders.
 - Email leadership and encourage communication.
 - Encourage, encourage, encourage.
- ▶ Order and print all curriculum materials needed for the Pre-Teen ministry.
- ▶ Counsel pre-teens for salvation/baptism as needed.
- ▶ Enforce Fellowship policies, including CPT policies.
- ▶ Work with Planning Center to identify absentee pre-teens.
 - Make contacts
 - Ensure accurate numbers in PCO.
- ▶ Notify the Lead Pastor of any supplies and/or equipment needed in the Pre-Teen area.
- ▶ Weekly meet with Children's Ministry Staff.
- ▶ Communicate with parents regarding upcoming events and handle issues with pre-teens.
- ▶ Be available for parent or worker questions.
- ▶ Be available to visit pre-teens and their families.
- ▶ Recruit volunteers to serve in our pre-teen areas.
- ▶ Recruit, train, and nurture volunteers serving our pre-teen area.
- ▶ Serve as a resource to staff, parents, and teachers.
- ▶ Coordinate special pre-teen events (i.e. hot hearts, missions projects, etc.)

SPECIFIC OCCASIONAL MINISTRIES

- ▶ Visit pre-teens when hospitalized.
- ▶ Work with the Children's Director in coordinating special events involving all children.
- ▶ Plan and execute a yearly VBX (Grades 4-6).
- ▶ Plan and execute a yearly pre-teen camp.